



**SEN and Disability**

**Local Offer: Primary Settings**

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: **Holy Family Catholic Primary**

School Number: **06013**

## **Accessibility and Inclusion**

### **What the school provides**

The school comprises the main school building and a separate nursery unit in the same grounds. All main entrances along with the external doors in KS2 classrooms are on one level and accessible to wheelchair users. The KS1 classroom exits have a stepped area outside but a ramp is available for use as required.

Internal doors are wheelchair accessible and an accessible toilet is available. Main parking for parents is on the road and on the Parish Centre car park opposite school. Access to the staff car park with ready access to the main entrance of the school could be facilitated if required. A path leads to the nursery unit.

Information is shared with parents via weekly newsletters, the school notice board near the school entrance and on the website. If required, information is shared with parents and carers individually. The school also makes use of a text or email messaging service to relay information.

Furniture is modern and is of a height suitable for the age group being taught.

There is a range of ICT equipment available including desktop computers, laptops and tablets. There is an interactive whiteboard in every classroom including the nursery unit.

Within the nursery all areas are accessible and on one level. A disabled toilet is available.

## **Teaching and Learning**

### **What the school provides**

In both school and nursery children's progress is carefully monitored so that early intervention strategies can be implemented. Parents are encouraged to share the contents of the 2-3 year check with nursery staff prior to children starting if your child starts as a two year old the nursery staff will also carry out a 2 year check.

Where appropriate advice is taken from outside agencies; the SENCO, specialist teachers or educational psychologists undertake assessments in order to identify need.

The class teacher informs parents at the earliest opportunity of any concerns. Working together with parents and the SENCO an appropriate programme of support and intervention is put in place.

All children are expected to access the whole school curriculum and participate in the full life of the school.

The school operates a personalised approach to each individual child; children with SEND have an Individual Education Plan (IEP) which is regularly updated and reflects their needs and planned interventions. Children are involved in their own target setting.

Through Next Steps planning, individual children's needs in nursery are met through careful assessment and continuous review. Planning is adapted according to identified need.

All classes and the nursery unit have fully trained Teaching Assistants and specialist advice is always sought if needed. Children are fully supported whilst undergoing tests by allowing rest periods, applying for extra time or sitting in a quiet setting in a small group.

A record of the interventions a child is receiving and how much progress is being made is kept.

The training needs of all staff is regularly identified and updated.

## **Reviewing and Evaluating Outcomes**

**What the school provides:**

Parents and children take a full part in all review meetings. Children are fully supported by staff to express their wishes and feelings about their educational provision.

IEPs are produced at least termly and more often when required. The school operates an Open Door policy and staff liaise with parents and outside agencies to undertake or arrange meetings.

Pupil's progress is carefully monitored throughout school.

## **Keeping Children Safe**

**What the school provides:**

The Senior Management Team and SENCO undertake risk assessments as required. The school has in place all statutory risk assessments, based upon LCC model risk assessments and guidance.

In KS1 children are met at the classroom door each morning and at the end of the school day. KS2 children leave the building to meet parents on the playground; this is always supervised by the class teacher. Alternative arrangements can be made for a child to be brought to the main school entrance if required.

Children in nursery are also met at the door at the start and end of each session. The school does not have a dedicated parking area for parents and visitors. Parking is available on the Parish Centre car park opposite school and, if needed, arrangements can be made for a child to be dropped off in the staff car park giving easy access to the main entrance. A pathway leads to the nursery building.

Children are supervised at break times by teaching staff and at lunch times by support and welfare staff. Provision is made for vulnerable children to spend time inside during the lunch hour if required.

Children in nursery who stay for lunch take their meals within the unit and are supervised by the nursery staff.

Any child who has additional needs will be supported where needed during physical activities and on trips. Activities are planned to meet the needs of children with SEN and disabilities.

School policies are available at the school office and on the school website.

### **Health (including Emotional Health and Wellbeing)**

**What the school provides:**

Any medicines are kept secured in the administration block and their use is recorded in a medicines book. Trained staff administer medicines and care plans are devised with health professionals where needed.

Staff are trained in specific areas as the need arises.

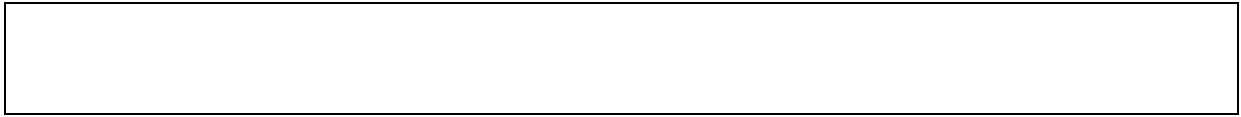
In case of medical emergency staff refer to care plans if in place and if necessary an ambulance would be called and a member of staff would accompany the child. Parents would be informed and staff would stay with a child until parents arrived.

### **Communication with Parents**

**What the school provides:**

The website contains details of all staff currently employed by the school. This information is also in the school prospectus and on a notice board in the school entrance.

The school operates an Open Door policy and holds two parents evening each year along with an Open evening in the Autumn term. School seeks parents' views and feedback anecdotally, through questionnaires and via annual review parent advices if applicable. Class newsletters are added to the website termly and the school newsletter is published weekly.



## **Working Together**

### **What the school provides:**

The school has an active school council and the year 6 children have a role as house captains and the opportunity to be prefects.

Parents are welcome as part of the school family and are encouraged to take an active part in school life.

Parents are able to speak about the progress of their child at review meetings and parent evenings; teaching staff are available to see parents after school. The Headteacher will see parents on request if possible otherwise appointments can be made.

Parent governors are actively involved in the life of the school and a number of parents volunteer to support activities.

The nursery encourages parental involvement through activities such as Stay and Play.

The school has an excellent relationship with other agencies such as health and social care and works closely with the local community trust, Intact, which is housed adjacent to the school.

## **What help and support is available for the family?**

### **What the school provides**

Parents are encouraged to speak to the Head teacher if they need help with any forms or signposting to services. Along with the SENCO, the Head teacher supports all families where the need arises whether a SEND issue or not. This support is accessed through the Open Door policy adopted by the school and parents simply need to ask. The school has close links with the local Children's Centre and other outside agencies and supports families in gaining access to services. Nursery staff speak with parents and carers daily and are able to access support as above. The local authority determines whether children are entitled to support with travel arrangements.

## **Transition to Secondary School**

### **What the school provides:**

Each summer the year 6 children visit their new Secondary School and for children with SEND extra visits are arranged. There is a good transition programme preparing children for the move and this is completed with Teaching Assistant who will accompany children on visits. The school has good links with the SENCOs in the local high schools so that all relevant information is passed on and early planning can be undertaken. In nursery the staff undertake full consultation with parents and outside agencies as appropriate before children are admitted and home visits are undertaken. Children from nursery are fully integrated into school life and are involved in various activities; careful, phased entry is undertaken to meet individual needs.

## **Extra Curricular Activities**

### **What the school provides:**

The school has a daily Breakfast Club which runs from 7.30am and is available to all children. After School provision is shared with the neighbouring primary school who host the club; staff collect from school. There are opportunities for lunch time and after school activities some of which have a small charge, for example cookery. Others include, choir, recorders, gardening, chess, ICT and maths. All children are invited to take part in activities that are appropriate to their age.